

## **Delegate Agency Enrollment Form Instructions (4/26/07)**

The two sided application must be filled out completely, signed and dated.  
If any section does not apply, please enter N/A. It is optional to fill out the race/ethnicity column.

### **ADULTS**

List information on all adults living in the household. Adults are not required to include their social security numbers and are not required to be US Citizens.

### **CHILDREN**

List information concerning each child under age 18 living in the household and their relationship to the person applying for the scholarship. You are not required to give the child's social security number but the child must be a US citizen or legal resident and you must indicate this on the application. Children 18 years old will only be included in household size if they are still attending high school. Proof of high school enrollment must be included.

### **EMPLOYMENT**

Provide verification of all employment income earned in the period 30 days prior to the signature date on application. The income can be verified by pay check stubs. If you have just started work or will be starting work soon, you can obtain a signed letter from your employer with date work began, hours worked and pay per hour.  
If you are not working but attending school or training, please enclose proof of school or training enrollment.

### **CHILD SUPPORT**

If not filing jointly with spouse, you must check if you are separated or divorced from the child's other parent.

Check YES or NO to receiving child support. If you are receiving child support, you must include verification of the amount received in the past 30 days.

### **OTHER HOUSEHOLD INCOME**

Check types of other income received in the period 30 days prior to the signature date on application. We will need verification of other income received during that period.  
Indicate if you are receiving Housing Assistance or Food Stamps, but verification of this income does not need to be included.

### **SIGN AND DATE**

Application must be signed and dated by the person applying for the scholarship.

Application processing time is usually 10 days from time final information is received.  
Once scholarships are approved and finalized, they will be valid until June 30 of the current year.  
You will then need to submit a new application with current income verification.

Return application to either:  
Parks, Recreation & Community Services Administration Office - 190 East Liberty  
or  
North East Community Center - 1301 Valley Road

If you have any questions, please call 334-2260 ext 4009